

HABEAS CORPUS RESOURCE CENTER

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www.courtinfo.ca.gov/careers

www.hcrc.ca.gov

EMPLOYMENT OPPORTUNITY

Job Title: Case Assistant

Job Requisition No.: 3289

Location: San Francisco, California

Overview:

The Habeas Corpus Resource Center (HCRC), located in San Francisco, has exciting opportunities for Case Assistants (one position will be Case Assistant – “Docket Track”). These are entry-level positions that provide varied clerical and project support for case teams (attorneys, paralegals, investigators) and office docketing, calendaring, and case-tracking functions.

The primary purpose of the HCRC is to provide direct representation to death row inmates in post-conviction proceedings in state and federal courts and to serve as a resource to private appointed counsel in capital post-conviction proceedings. Additional information about the HCRC can be found at www.hcrc.ca.gov.

Responsibilities:

- Provides clerical, procedural, and legal case assistant support to legal and project teams and other assigned staff
- Organizes work, sets priorities with direction, and follows up to ensure coordination and completion of assigned projects. Works with investigators and paralegals to request and gather records
- Assists legal staff with state and federal court filing procedures, formats, and local rules/procedures
- Transcribes tapes, electronic dictation, and handwritten notes
- Provides administrative support to traveling team members
- Updates databases and informs legal staff of correspondence and recent filings
- Drafts a variety of documents with instruction, including general correspondence, record requests, progress reports, tables, charts, and graphs
- Prepares, organizes, and maintains electronic and paper materials for processing and distributes relevant materials
- Prepares, organizes, and maintains physical filing system for case teams
- Follows up on projects, transmits information, and keeps informed of project and organizational activities
- Schedules, arranges, and participates in meetings
- Coordinates the preparation and provision of materials and binders for meetings and programs
- Researches and compiles a variety of information and prepares periodic and special reports

- Performs routine clerical and administrative support for legal staff and assists in office administration as needed
- Provides word processing support

Minimum Qualifications:

- Education equivalent to an Associate degree
- A valid California driver's license

Desirable Qualifications:

Education

- BA/BS degree or at least two years of clerical support experience

Knowledge of

- Standard office practices and procedures, including alpha/numeric filing, business letter writing, and the standard format for memoranda, briefs, drafts, opinions, and other typed materials
- Data entry, information management, and record-keeping principles and practices
- Operation of standard office equipment and personal computers and use of a variety of computer applications including word processing, spreadsheets, databases, and desktop publishing
- Correct business English, with exceptional spelling, grammar, and punctuation skills
- Organizational policies and procedures
- Methods for processing large collections of documents using complex document and data management systems

Ability to

- Provide detailed and accurate clerical and administrative support
- Organize own work, set priorities for work, meet critical deadlines, and keep others informed of work progress
- Understand and apply basic legal concepts, terminology, practices, and procedures
- Work independently and as part of a team
- Understand and follow oral and written instructions
- Keep accurate notes and records; prepare effective written materials
- Safely operate a variety of types of standard office equipment (e.g., photocopying, faxing, scanning) and related applications
- Establish and maintain effective working relationships with those contacted in the course of the work
- Apply strong organizational, analytical, and problem-solving skills; perform basic arithmetic functions
- Reach forward, up, down, and to the side to access files; perform repetitive tasks for continuous five-hour increments;
- Ability lift up to 20 pounds

How to Apply:

This position requires submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered.

Preferred: Fill out an application and answer the supplemental questions at: www.courtinfo.ca.gov/careers.

Please refer to Case Assistant Job Req. #3289 in all communications, including your application. Previous applicants must reapply for further consideration.

For earliest consideration, please apply by June 20, 2008. Applications will be accepted after the earliest consideration date and until the announcement is withdrawn. This position is opened until filled.

The HCRC uses a lengthy recruitment process. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting the HCRC regarding hiring status and from in-person pick up or delivery of applications. Individuals selected to fill positions are appointed at levels commensurate with their qualifications.

Please note: If you are selected for hire, the HCRC will require verification of employment eligibility or authorization to legally work in the United States.

Salary and Benefits:

The salary range for this position is: \$3,047 to \$3,704.

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$115 transit pass subsidy per month
- CalPers Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

AN EQUAL OPPORTUNITY EMPLOYER

SUPPLEMENTAL QUESTIONNAIRE

This supplemental questionnaire is intended to obtain more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications. Please answer each question thoroughly.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. What relevant experience do you have that has prepared you for this position?
3. Are you proficient in file and records management? If so, briefly describe the scope and depth of your relevant experience. Include any experience you have using a variety of photocopying and scanning equipment.
4. Describe your data entry experience.
5. Describe your experience in conducting research or gathering information.
6. What was the most rewarding thing you have done professionally? What was the least rewarding thing?
7. Please indicate your level of proficiency with Microsoft Word as *Beginner*, *Intermediate*, *Advanced*, or *None*. Describe previous projects for which you used this application.
8. Please indicate your level of proficiency with Microsoft Excel as *Beginner*, *Intermediate*, *Advanced*, or *None*. Describe previous projects for which you used this application.
9. Please indicate your level of proficiency with Microsoft Access as *Beginner*, *Intermediate*, *Advanced*, or *None*. Describe previous projects for which you used this application.
10. Explain your knowledge and experience using other computer software. Include the name of the software, a self-assessment of your proficiency level, the functions used, and the types of documents and reports you have prepared.